

UNIVERSITY OF HAWAII  
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: June 26, 2014	Effective term of request (Semester-Year): Fall 2014
Name: Joyce Hamasaki	Title: Interim Dean Career and Technical Education
Campus: Hawaii Community College	Office/Department:
Phone: 808-934-2522	Email: joycei@hawaii.edu

MKT, Marketing

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR
Institution: Hawaii CC (HAW)	College: <span style="border: 1px solid red; padding: 2px; color: red;">BE, Business Education</span>	Department: Business Education and Technology
<input checked="" type="checkbox"/> New program code <input type="checkbox"/> Change/replace existing program code:		
Level: <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:		
Degree:	Certificate: CO Certificate of Competence	
If requesting an existing Major code and/or Concentration code in Banner:		
Existing Major: <b>MKT</b> <small>Code</small>	<b>Marketing</b> <small>Description</small>	Existing Concentration: <b>BESS</b> <small>Code</small> <b>Business Essentials</b> <small>Description</small>
If requesting a new <input type="checkbox"/> Major code or <input type="checkbox"/> Concentration code that does not exist in Banner:		
New Code [4 char/space limit]:		Description [30 char/space limit]:
If a similar major/concentration code exists in Banner, please list the code:		
Is this major/concentration code being used the same way at other UH campuses?		
Is 50% or greater of the classes in this program offered at a location other than the Home Campus? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(Please consult your Financial Aid Officer on Program Participation Agreement impact)</small>		
Is this program/major/certificate financial aid eligible? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(Financial Aid Officer consultation required for all new program codes)</small>		
Should this program be available for applicants to select as their planned course of study on the online application? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(If yes, students may select the code as their <u>only</u> program of study.)</small>		

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**Replacing or eliminating an existing program code:**

If replacing an existing program code, are current students "grandfathered" under the old code?  Yes  No

Should the old program code be available for use in Banner?  Yes  No

Will the old program code be available for:	Banner Module	Yes	No	Ending Term (Semester-Year)
	Online Application	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Recruitment	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Admissions	<input type="checkbox"/>	<input type="checkbox"/>	_____
	General Student	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Academic History	<input type="checkbox"/>	<input type="checkbox"/>	_____

**2. CERTIFICATES ONLY:**

Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)?  Yes  No  
(Please consult your Financial Aid Officer or see: <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>)

For new certificates approved by the Chancellor, the related BOR authorized academic program is: AAS-MKT

**3. NEW CAMPUS, COLLEGE, DIVISION, OR DEPARTMENT CODE**

Banner forms: STVCAMP, STVCOLL, STVDIVS, STVDEPT

Campus code [3 char]:	Campus description [30 char/space limit]:
College code [2 char]:	College description [30 char/space limit]:
Division code [4 char/space limit]:	Division description [30 char/space limit]:
Department code [4 char/space limit]:	Department description [30 char/space limit]:

UNIVERSITY OF HAWAII  
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<b>4. NEW COURSE SUBJECT CODE (Subject Alpha)</b>		Banner form: STVSUBJ
College:	Department:	
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:	

<b>5. NEW MINOR</b> (Minor codes are listed on the Major code table)		Banner form: STVMAJR
Minor Code [4 char/space limit]:	Minor Description [30 char/space limit]:	

Please briefly describe your request and explain why you are requesting the code(s):

A new code is requested to identify this new certificate to the college.

<b>SUPPORTING DOCUMENTATION</b>
<p>Please see the <b>Code Request Guide</b> for the required supporting documents to be submitted. Documents submitted with this form:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Board of Regents meeting minutes and supporting documents provided to the BOR</li> <li><input type="checkbox"/> Memo from UH President</li> <li><input type="checkbox"/> Memo from Chancellor</li> <li><input checked="" type="checkbox"/> Curriculum (required for requests for new programs/majors/minors/certificates)</li> <li><input type="checkbox"/> Gainful Employment Program notification to the US Department of Education</li> <li><input type="checkbox"/> Other: _____</li> </ul>

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CAMPUS VERIFICATION		
<b>Requestor Signature</b> _____	<i>Jason Hamri</i>	Date <u>8-20-14</u>
<b>Registrar</b> (If different from Requestor) Dorinna Manuel-Cortez	_____ <i>Dorinna Manuel-Cortez</i>	_____ 7/30/2014
Print name	Signature	Date
Email/memo in lieu of Registrar's signature may be attached		
<b>Financial Aid Officer</b> (Financial Aid Officer consultation required for all new program codes) Jason Cifra	_____ <i>Jason J. Cifra</i>	_____ JUL 9 2014
Print name	Signature	Date
Email/memo in lieu of Financial Aid Officer's signature may be attached		
<b>For Community Colleges, verification of consultation with OVPCC Academic Affairs:</b>		
_____ <i>Suzette Robinson</i>	_____ <i>Suzette Robinson</i>	_____ 8/26/14
Print name	Signature	Date
Email/memo in lieu of signature may be attached		

**Send completed form and supporting documentation to:**  
 Institutional Research and Analysis Office (IRAO)  
 1633 Bachman Place                      Email: iro-mail@lists.hawaii.edu  
 Sinclair Annex 2, Room 4              Fax: 808-956-9870  
 Honolulu, HI 96822                      Phone: 808-956-7532

**After all required forms and supporting documents have been submitted, please allow at least two weeks for processing by IRAO and Banner Central.**

<b>FOR INTERNAL USE ONLY</b>	Date form/docs received:
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:



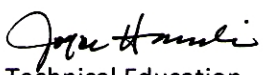


UNIVERSITY of HAWAII  
**HAWAII**  
COMMUNITY COLLEGE

September 17, 2014

**TO:** Joanne Itano  
Executive Vice President for Academic Affairs

**VIA:** Joni Onishi  
Hawaii'i CC Vice Chancellor for Academic Affairs

**FROM:** Joyce Hamasaki   
Dean for Career & Technical Education

**RE:** New Certificates

The following new certificates have recently been created under the existing programs at Hawaii'i Community College:

Certificate of Achievement (CA) - Architect, Engineering and CAD Technologies Program (AEC)

Certificate of Competence (CO) in Retail Foundations - Marketing Program (MKT)

Certificate of Competence (CO) in Business Essentials - Marketing Program (MKT)

Certificate of Competence (CO) in Entrepreneurship - Marketing Program (MKT)

Certificate of Competence (CO) in Business Foundations - Marketing Program (MKT)

Certificate of Competence (CO) in Virtual Office Assistant - Business Technology Program (BTEC)

cc: Princess Soares, Institutional Research Analyst  
Pearl Iboshi, Director for Institutional Research and Analysis Office  
Dorinna Manuel-Cortez, Hawaii'i CC Registrar  
Sherrie Ann Straslicka-Walker, Hawaii'i CC Academic Support Ed Specialist



**University of Hawai'i – Hawai'i Community College  
Proposal to Modify a Program**

1. Program Title: Marketing Program - Cert of Competence Business Essentials

2. Type of Action (check appropriate box or boxes):

- |  |  |
|--|--|
| <input type="checkbox"/> Course Deletion     | <input type="checkbox"/> Change in Program Requirement                                       |
| <input type="checkbox"/> Course Addition     | <input type="checkbox"/> Change in Program Prerequisites                                     |
| <input type="checkbox"/> Increase in Credits | <input checked="" type="checkbox"/> Other: <u>Create new Certificate</u>                     |
| <input type="checkbox"/> Decrease in Credits | <input checked="" type="checkbox"/> Certificate or Degree Affected                           |
|  | <input checked="" type="checkbox"/> Certificate of Competence                                |
|  | <input type="checkbox"/> Certificate of Completion   |
|  | <input type="checkbox"/> Certificate of Achievement  |
|  | Degree: <input type="checkbox"/> AA <input type="checkbox"/> AS <input type="checkbox"/> AAS |
|  | <input type="checkbox"/> Academic Subject Certificate  |

*201510  
5-8-2014  
BMC*

3. This modification changes the total number of credits required from

0 credits to  12 credits  no change

4. Similar modification(s) made elsewhere:

College(s): <u>Leeward Community College</u>

5. Briefly explain the modification(s) and attach a current and proposed program description containing the listing of required courses.

The creation of a new Certificate of Competence in Business Essentials through the bundling of ENG 100, BUSN 189, SpCo 151, and BUSN 150 or ICS 101. Modeled after the Leeward Community College certificate, this certificate provides students with the opportunity to gain a certified credential while working towards their Marketing degree. See attached advising sheet for semester and credit breakdown.

6. What is/are the reason(s) for initiating the program modification(s)?

The development of a new Certificate of Competence in Business Essentials to provide students with an added incentive to persist until graduation.

**SIGNATURE PAGE**

5-13-2014 XC: FULL SET

- Div/Dept Chair
- Div/Dept Secretary
- Financial Aid (for programs)

- Proposer
- Records ( + Attachments)
- Counseling
- Financial Aid ( for courses)
- WH ( if proposed)

- Curriculum Chair
- Faculty Senate
- Writing Intensive Chair

Adopted: June 1, 2006

*H 4-23-1  
S 3-25-201*

Proposed By: Donala Kawa'auhau Date: 9/9/13

Requested By: [Signature] Date: 9/30/13  
(Division/Department Chairperson)

Approved By: [Signature] Date: 1/31/14 A-20  
(Curriculum Review Committee Chairperson) 11/25/13

[Signature] Date: 1/31/14  
(Academic Senate Chairperson)

[Signature] Date: 4/30/14  
(Vice Chancellor for Academic Affairs)

[Signature] Date: MAY 1 - 2/2014  
(Chancellor)



Princess Soares &lt;pfrederi@hawaii.edu&gt;

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## Program Code Request: CO-MKT-BESS

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Joyce Hamasaki <joycei@hawaii.edu>  
To: Princess Soares <pfrederi@hawaii.edu>

Mon, Sep 22, 2014 at 2:13 PM

Princess,  
One more in red below.  
Joyce

On Fri, Sep 5, 2014 at 3:17 PM, Princess Soares <pfrederi@hawaii.edu> wrote:

The following information or supporting documents are needed:

- Memo to EVPAA
- College? Missing from form. FYI, the AAS-MKT is assigned to the BE, Business Education, college. **Yes, correct.**
- Department? Please confirm the department on the form - currently BTEC. FYI, the AAS-MKT is assigned to the MKT, Marketing, department. **Yes, correct.**
- **Program Length** (in academic years; decimals are acceptable so no rounding to whole number is necessary.) The length of the program should match what is published by the campus in any online and/or written publication. **1 yr.**
- **Special Program designation** - see attached file for definitions - (refer to the attached for "definitions")
  - 
  - A - Selective Admission Associate Program
  - B - Bachelor's Degree Completion Program
  - **N - Not Applicable**
  - P - Preparatory Coursework Graduate Professional Program
  - T - Non-credential Teacher Certification Program
  - U - Preparatory Coursework Undergraduate Programs

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**Princess Soares**  
Institutional Research Analyst  
Institutional Research and Analysis  
University of Hawai'i System  
Sinclair Annex 1, Room 1  
1633 Bachman Place  
Honolulu, HI 96822  
Phone: 808-956-5464  
Fax: 808-956-9870

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Joyce Hamasaki, RN, MSN  
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Hilo, HI 96720  
[808-934-2522](tel:808-934-2522)